

DD/A Registry
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77-4976

7 SEP 1977

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM: Robert W. Gambino
Director of Security

SUBJECT: Safety Indoctrination of CIA Employees
in the Headquarters Area (U)

1. (U) The Agency's Safety Indoctrination Program for employees in the Headquarters area was initiated 14 June 1977 and continued through 23 July 1977. The briefings were conducted in compliance with 29 CFR 1960.20 which established uniform guidelines to assist agency heads in meeting the training requirements of Executive Order 11807.

2. (U) Arrangements were made through the Office of Personnel and Office of Data Processing to have an individual notice addressed to each employee in the Headquarters area based on records of the Central Emergency Locator. Each notice advised the employee of the date, time and location of the briefing. An Employee Bulletin was also distributed to the employees advising them of the purpose of the briefings and that they were expected to attend. The Office of Data Processing also provided the Safety Branch with lists of employees scheduled for each briefing.

3. (S) Sixty-one briefings, attended by [REDACTED] employees, were conducted during the 14 June - 23 July period. The names of employees who attended the briefings, based on attendance slips turned in, were checked and lists were made of the employees who did not attend. Attendance records of employees within the DCI area and Directorates are as follows:

25X9

E2 IMPDET
CL BY 016 071

OS 7 4021

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SECRET

<u>EMPLOYEES SCHEDULED</u>	<u>EMPLOYEES ATTENDED</u>	<u>EMPLOYEES ABSENT</u>	<u>PERCENT PRESENT</u>
			25X9

DCI Area

Directorate of Administration

Directorate of Operations

Directorate of Intelligence

Directorate of Science &
Technology

TOTALS

4. (U) Briefings have been scheduled in the Headquarters auditorium at 0900, 1100, 1500 and 1800 hours on 26 October and 0600, 0900, 1100 and 1300 hours on 2 November 1977 for employees who were unable to attend the previous briefings. A memorandum will be forwarded to the appropriate official for the DCI area and to the Deputy Director of each Directorate attaching a list of their employees who did not attend and requesting that the employees attend one of the briefings referenced in this paragraph.

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5. (S) Additional briefings will be scheduled for select groups such as the deaf employees.

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 Robert W. Gambino
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